

**POLICY:**

To establish a uniform policy to implement water and wastewater utility rate adjustment procedures for County owned or operated systems.

**Procedure for the establishment of rates for new utility systems.**

Section 102-131 of the Citrus County Code provides that additional service areas to provide water and/or wastewater services are required to be established by the Board of County Commissioners. Additional service areas are established by ordinance, and rate schedules for additional service areas shall be adopted by resolution.

1. Water Resources shall oversee a due diligence study of the utility proposed for acquisition.
2. Water Resources will prepare an ordinance establishing the additional service area and a resolution to establish the rates.
3. The Land Section of the Engineering Division, will prepare a legal description of the service area.
4. The Director of Water Resources will prepare a rate schedule.
5. The rate schedule will be reviewed by the Department of Management & Budget Director, and Finance Director.
6. Water Resources will request Board approval to set the ordinance for public hearing.
7. Water Resources upon approval by the Board to hold a public hearing will advertise the public hearings listed in step 6.
8. The Department of Water Resources will send notification to the customers of the proposed rates and the time and date of the public hearing.
9. The Board will conduct two required public hearings: one to adopt the service territory and the second to adopt the rates.
10. Following Board approval, a memorandum will be prepared by the Department of Water Resources to forward a copy of the approved rate Resolution and rate schedule and the effective date for implementation to the Finance Director
11. The Water Resources Department will mail notification to Customers of the approved rates.
12. The Finance Director will notify the Billing Office of the adopted rates.

**Procedure for the amendment of existing system rates, other than an adjustment to an index.**

1. Water Resources will prepare a resolution to establish the rates.
2. The Water Resources Director will oversee the development of a rate schedule.
3. The rate schedule will be reviewed by the Department of Management and Budget Director and Finance Director.
4. Water Resources will request Board approval to set the rates for public hearing.
5. Upon approval of the Board, Water Resources advertise the public hearing
6. The Department of Water Resources will mail notification to the customers of the proposed rate adjustments and the date and time of the public hearing.
7. The Board will conduct the public hearing.
8. Following board approval, a memorandum will be prepared by the Water Resources Director to forward a copy of the approved rate Resolution and rate schedule and the effective date for implementation to the Finance Director,
9. The Water Resources will mail notification to customers of the approved rate.
10. The Finance Department will send notification to the Billing Office of the approved rates.

**Procedure for implementing a water and wastewater rate adjustment to adjust based on an index.**

Consistent with Section 102-131 of the Citrus County Code, a separate public hearing shall not be required to amend the monthly water and wastewater rates to adjust them in accordance with the Gross Domestic Product Implicit Price Deflator Index or such other indexes used by the Public Service Commission when such adjustments take place at the same time as the board considers its' annual budget.

1. The Water Resources Department will annually provide a copy of the Gross Domestic Product to the Finance Director.
2. Prior to June 30, the Finance Director will mail timely notices of the pending rate increase to those who purchase bulk water from Citrus County.
3. Water Resources will prepare a resolution to amend the rates in accordance with the

“Gross Domestic Product Implicit Price Deflator Index” as published annually by the Florida Public Service Commission.

4. The Water Resources Director will prepare the rate schedule.
5. The rate schedule will be reviewed by Department of Management & Budget Director and Finance Director.
6. The Department of Management & Budget will request Board approval to set the public budget hearing.
7. The Department of Management and Budget will advertise the public hearing.
8. As part of the budget hearing, the Director of the Department of Management and Budget shall request the Board to adopt the Resolution (from step 3) amending the rates.
9. Following Board approval, a memorandum will be prepared by the Department of Management & Budget to forward a copy of the approved rate resolution and rate schedule and state the effective date for implementation to the Finance Director
10. The Water Resources Department will mail notification to customers of the rate change.
11. The Finance Department will send notification to the Billing Office of the rate change.